

Before applying for services from the Division of Child Support Enforcement (DCSE) please read the following information.

Your Rights and Responsibilities as a DCSE Customer

Attorney–Client Relationship

The Division of Child Support Enforcement (DCSE) represents the State of Missouri when providing services. An attorney–client relationship or privilege does not exist between you and a prosecutor or any other attorney working for DCSE.

This means that any information you provide to an attorney working for DCSE is not confidential and can be used against you if, for any reason, DCSE must file a claim against you.

CSE staff review the case and take whatever action believed to be appropriate, regardless of who applied for services.

Cooperation

When you apply for services you agree to cooperate with CSE staff in establishing and/or enforcing support order(s) for your child(ren). You must cooperate by:

- Naming the child(ren)'s parent(s) and providing all information you have about him/her.
- Keeping any scheduled appointments for you and your child(ren) to have paternity testing.
- Completing all documents needed by CSE staff or any DCSE attorney.
- Attending court and administrative hearings, when necessary.
- Giving CSE staff a copy of any support orders for you or your children or copies of any modifications of that order.
- Completing an affidavit that verifies the amount of past–due support owed.

Confidentiality

CSE staff can release any information in your case record necessary in the administration of the child support program.

This means CSE staff may release case record information to the other parent and/or his/her attorney if (s)he requests it in writing. Staff may also release information when taking enforcement action on your case. The information released may include copies of the support order, correspondence used to establish or enforce the support order and your home address.

If you have any questions about this policy or believe that your address should not be released, contact your local CSE office.

Reporting Status Changes

You must notify DCSE if:

- You change your name, address or telephone number (home or work).
- A child moves out or moves in with you.

- A child resides with the noncustodial parent for more than 30 days.
- A child turns 18 and is not attending school, or marries, is adopted or joins the armed forces.
- You retain a private attorney.
- You receive (or pay) support directly, instead of through the Family Support Payment Center (FSPC).
- You file for divorce against the other parent or are served with divorce papers.
- The court enters a support or custody order for the child(ren) in your custody.
- You become aware that the other parent moved or changed his/her telephone number, employment or health insurance.

Intercepting Federal Income Tax Refunds

If a parent owes \$150 or more in past-due support to the state, or owes the other parent past-due support of \$500 or more, CSE staff will report the name to the Internal Revenue Service (IRS).

If the parent owing support is due an income tax refund, the IRS will send the refund to the state instead. If the parent due support received public assistance, the refund will be applied to past-due support owed to the state. This means that parent *may* not receive any of the tax refund money DCSE collected. If the state is not owed any past-due support, DCSE will send the refund to the parent due support (up to the amount owed).

If the parent owing support files a *joint* tax return with his/her spouse, the state may hold any amount payable to the parent due support for six months. Federal law allows the state to hold this money to see if the spouse on the joint return asks for his/her share of the income tax refund.

The IRS *may* adjust the amount of the tax refund within six years following the end of the tax year. This may be necessary if the parent owing support files an amended return, or his/her spouse asks the IRS to return his/her share of the refund. If the parent due support receives a payment from a later adjusted income tax refund, some or all of the money may have to be returned to the state.

If you receive any money in error from the other parent, DCSE, the circuit clerk or the FSPC, you must return it. If you refuse to return it, or fail to agree to a repayment plan, DCSE may take legal action against you.

Additional Information

The parent owing support must make all support payments through the FSPC.

If the order says that support must be paid directly to the parent with the child(ren) or to the circuit clerk, DCSE will redirect payments to the FSPC.

DCSE does not calculate interest owed on delinquent payments. It will, however, collect interest judgments included on the circuit clerk record as provided by law.

DCSE can enforce support orders through income withholding (including Unemployment Compensation benefits); liens on real estate, personal property and Workers' Compensation benefits; federal and state income tax refund intercepts; and

referrals to other states' child support enforcement agencies (if the other parent lives or works outside of Missouri).

If DCSE must refer your case to another state's agency for services, it may take up to 90 days before DCSE receives any information from that agency.

Because there are so many variables, CSE staff cannot predict how long it will take to establish, modify and/or enforce a support order. DCSE also cannot guarantee that the parent owing support will stay with the same employer, remain in the same city, keep his/her assets in his/her own name or file his/her income tax return. Staff will, however, take all actions necessary to establish, enforce and/or modify the support order, including locating parents and his/her assets.

**Please print and keep a copy of these rights and responsibilities
for future reference.**

To apply for DCSE services, you will need to complete two documents:

- APPLICATION FOR CHILD SUPPORT SERVICES
- REFERRAL /INFORMATION FOR SERVICES